

## HSIP Cycle 12 Application – Engineer’s Checklist (For Set-aside Applications)

This application checklist is to be used by the engineer in “responsible charge” of the preparation of this HSIP application, based on the final application and application attachments as submitted to Caltrans. The engineer’s initials and stamp should not be placed until the application has been finalized.

The purpose of this checklist is to ensure all of the primary elements of the application are included and the application is free of errors. Applications with errors in the supporting data will not be considered in the project selection process.

**Special Considerations for Engineers before signing and stamping this document attesting to the accuracy of the application:**  
*Chapter 7; Article 3; Section 6735 of the Professional Engineer's Act of the State of California requires engineering calculations or reports be either prepared by or under the responsible charge of a licensed civil engineer. Since the corresponding HSIP application defines the scope of work of a future civil construction project and requires complex engineering principles and calculations which are based on the best data available at the time of the application, the application must be signed and stamped by a licensed civil engineer. By signing and stamping this document, the engineer is attesting to this application's technical information and engineering data upon which local agency's recommendations, conclusions, and decisions are made. This action is governed by the Professional Engineer’s Act and the corresponding Code of Professional Conduct, under Sections 6775 and 6735.*

**1. Vicinity map /Location map**

Engineer’s Initials: \_\_\_\_\_

- a. The project limits must be clearly depicted in relation to the overall agency boundary

**2. Project layout-plan showing existing and proposed conditions must:**

Engineer’s Initials: \_\_\_\_\_

- a. Be to a scale which allows the visual verification of the overall project limits
- b. Show the full scope of the proposed project, including any non-safety construction items

**3. Scope of Work:**

Engineer’s Initials: \_\_\_\_\_

- a. The scope of work must be consistent with the type of the funding set-aside that the application targets at

**4. Detailed Engineer's Estimate and Project Cost Estimate (HSIP Analyzer – Sections II & III)**

Engineer’s Initials: \_\_\_\_\_

- a. All likely construction costs associated with the project are identified and included in Section II (Construction Cost Estimate and Cost Breakdown)
- b. Each of the main project elements are broken out into separate construction items. The costs for the construction items are based on calculated quantities and appropriate corresponding unit costs
- c. For each non-general construction item, “Set-aside”, Other Safety” and “Non-Safety” components must be properly identified and accounted for
- d. The Total Construction Cost in Section II must match the “Construction Items – Total Cost” in Section III (Project Cost Estimate) (automatic in the HSIP Analyzer)
- e. The project costs of all phases must be properly accounted for in Section III

**5. Additional narration, documentation, letters of support:**

Engineer’s Initials: \_\_\_\_\_

- a. The answers to the “Narrative Questions” in the application form are consistent with and support the engineering logic

## Signature and Stamp Page

### Licensed Engineer:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Engineer License Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### Engineer's Stamp:



To ensure the application's quality and the agency's commitment to deliver the safety project in an expedited manner, the application must be signed by the Agency's Transportation/Traffic Engineering Manager.

### By signing this application, the manager is attesting to:

1. All data in the application is accurate and represents the total scope of the planned project;
2. The agency understands the Project Delivery Requirements for the HSIP Program and is prepared to deliver the project per these requirements; and
3. The agency understands if Caltrans staff determine that any of the above requirements are not met, or data is inaccurate, or the application fails to meet the program guidelines and application instructions, the application will be rejected and will not be eligible to receive HSIP funding. Due to time constraints in the evaluation process, applicants will not be notified until after the selection process is complete. Refer to the Application Instructions for more information.

### Transportation Manager:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_